Quick Look at Adding a Resource

Use this Quick Look Guide to learn how to add a resource for an Organization

Log in to **kynect resources** and navigate to **Workspace** and click the **Resources** button

---

kynect resources

🔍 Search Keyword   Search By Category ▾   Referral Inbox   👤

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources ⬅️

Staff

Referral Inbox

Client	Location	Resource
Search 🔍	1 items selected ▾	0 items selected ▾

Status	Created	Days Open
3 items selected ▾	📅	None ▾

[Search] [Reset]

ID	First Name	Last Name	Referral Date	Created	Resource R...	Location	Status	Edit
REF-2435	Amy	Brand	5/20/2022	11 days ago	Animal Adoption	Albany, Tri-Coun...	In Progress	▾
REF-2434	Alexis	Dale	5/20/2022	11 days ago	Animal Shelters	Albany, Tri-Coun...	New	▾

From the **Resources** Details screen click the **Add Resource** button
to add a new Resource

On the **Resource Details** screen, enter the **Resource name**, **Taxonomy** and **Domain**.

- The **Resource Name** is entered by the user.

- The **Taxonomy** is the classification of the resource provided in the system

- The **Domain** is the Category the resource will be listed in kynect resources

An example entry is:
- ✓ **Diabetes Education Session** for name
- ✓ **Diabetes Management** for Taxonomy and
- ✓ **Health** for Domain

Next, click **Save**

kynect resources

Q Search Keyword   Search By Category ▾   Referral Inbox ⊙

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

← Back to Our Resources

Resource Details   Cancel   **Save**

Resource Information

*Resource Name   *Taxonomy

Diabetes Education Session   Diabetes Management Clinics   ✕

*Domain

Health   ▾

Next, indicate the Location for this resources. Click Add Location to complete details about this new Resource.

On the Additional Resource Details screen, Click the **Location field** and the location detail will display. Select the appropriate location (some organizations have multiple locations to choose) and complete the remaining fields with details about the Resource and click **Save**.

The new Resources has now been successfully added and can be found in kynect resources by residents and organizations.

Other locations may be added for this resource if applicable. Use the Edit button to change details about the resource or make the resource inactive.

---

kynect resources

Q Search Keyword   Search By Category ▾   Referral Inbox 👤

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

← Back to Our Resources

Resource Details   [Cancel] [Save]

Resource Information

*Resource Name   *Taxonomy
Diabetes Education Session   Diabetes Management Clinics   ✕

*Domain
Health   ▾

Locations that provide this resource

The following locations provide the selected resource. To view a complete list of locations for this organization, navigate to the Organization Details screen.   [Add Location]

[Edit]

Albany, Tri-County Animal Shelter
1990 Kentucky 90
Albany, Kentucky 42602

Thank you

For additional support, please use the Help section in **kynect resources** or email kynectresources@ky.gov